

MEMORANDUM FOR SEE DISTRIBUTION

15 Oct 99

FROM: HQ AFCESA/CEO
139 Barnes Drive Suite 1
Tyndall AFB FL 32403-5319

SUBJECT: Operations Utilization & Training Workshop (U&TW) Minutes

1. **PURPOSE:** To review and align the Career Field Education and Training Plan (CFETP) with AFMAN 36-2108. To determine true 3-level student training requirements, Career Development Course (CDC) requirements, verify/identify core tasks, identify Mission Ready Airman (MRA) requirements, and review advanced courses to meet the future training needs for the career field.

2. **LOCATION:** 366th Training Squadron, Sheppard AFB TX.

3. **DATES:** 28 June - 2 July 1999

4. **ATTENDEES:** SMSgt Randall Skinner, HQ AFCESA/CEOT, chaired the workshop (see attachment 2 for list of attendees).

5. **SUMMARY:** Modified the Operations Management CFETP to meet existing requirements and aligned 3/5/7-level training requirements to match. Verified/identified core tasks and identified future training needs for the Operations Management career field through supplemental training.

6. **DISCUSSION:**

a. **Opening remarks:** CMSgt Joe Wallace, 366 TRS/CCM, and Major Tanya Banks, 366TRS/DO, opened the workshop by welcoming all attendees while pointing out the significance each member would play in the workshop.

b. **U&TW Charter/Agenda/Introductions:** Air Force Civil Engineer (CE) Manager, CMSgt Michael T. Gelslechter, HQ AFCESA/CEOT, briefed attendees on the U&TW process. He also pointed out the importance of this workshop and the significance of each member's role in meeting the desired outcome. Chief Gelslechter gave his opening remarks, briefed the rules of engagement, and led the group through a get-acquainted exercise. He then introduced the chairman for the Operations U&TW, SMSgt Randall Skinner, HQ AFCESA/CEOT.

c. **Welcome remarks:** SMSgt Skinner greeted the group and expressed his concerns and expectations for the workshop. He talked about each agenda item and showed how each area would tie together to reach the objectives of the U&TW.

d. **How Goes It Briefing & Tour of Training Facilities:** Mr. Tom Kee, 366 TRS/TRRT, gave a briefing about the 3-level apprentice course. He talked about the history of the course and explained how the 1996 U&TW took the course to a Mission Ready Airmen (MRA) level of training. The trainees now receive certification (3c) training, meaning the trainees depart this course with a CFETP and eight task

certifications. The course has advanced with the introduction of more computers replacing the old method of pencil and paper. The latest addition to this course came through a generous contribution from AFCESA that has helped purchase computer hard and software to implement the new ACES program.

e. **CE Craftsman (J3ACR3E070-000 7-Level Course) Briefing:** CMSgt Joe B. Wallace, 366 TRS/CCM, explained the origin of the 10-day CE craftsman course came as a result of the Year of Training (YOT) initiative. He gave a brief overview of the course content and emphasized the importance of all attendees meeting the prerequisites before attending this CE management course. The course was activated to meet the YOT goal to bring people back to school to teach 7-level management skills and knowledge needed for CE supervisors. Prerequisites are: student must be 100% core task qualified, must complete the Read Ahead Material (RAM), must be a SSgt as a minimum, and enrolled in 7-level UGT for at least 12 months. The current course consists of two five-day blocks for a total of 10 days. Block I covers force management while block II concentrates on resources and training. Chief Wallace noted the importance of understanding that some Operations Management curriculum is already being taught in this course. He said his main concern with the 7-level training is funding. Recent increased travel cost has brought about a great deal of scrutiny, making this course a target of possible elimination. With this lingering possibility, the schoolhouse is working to bring on line an MTT Supervisor's course. It would not replace the resident course, but it would open this particular training to a wider range of people. The vision is to take 16 laptops with the instructors to teach the force management portion of the course at varying bases. He said the issue is still being worked and concluded by asking for support to keep the current 7-level course on line.

f. **Community College of the Air Force (CCAF) Briefing:** A copy of the standard briefing was given to each attendee; however, there was no representative from the CCAF to present the briefing.

g. **Occupational Measurement Squadron (OMS) Briefing:** Mr. Bob Yadrick, AFOMS/OMYO, gave the Air Force OMS briefing. The mission of the AFOMS was defined as to improve Air Force capability by providing quality occupational analysis, promotion testing, and study guides to support Air Force personnel management programs. AFOMS evaluates each career field every 3-5 years or as needed. Mr. Yadrick pointed out that the analysis provided by the AFOMS serves as a foundation for U&TWs and emphasized the importance of correctly filling out the surveys that are used to compile the data. He also presented AFOMS test development concepts for the SKT and gave an overview of how to interpret the Occupational Survey Report (OSR) provided by AFOMS.

h. **Feb 99 Operations Scoping Workshop Briefing:** SMSgt Randall K. Skinner provided an overview of the Feb 99 workshop. He explained that the purpose for the workshop was to examine AFS crippling issues such as unclear wartime requirements and guidance, weak or no promotional materials, limited positions for supervision for career progression, and forced lateral CE only retraining restrictions. Additional topics were day-to-day duties outside the CFETP, manpower constraints, lack of a 5-skill level technician, needed training for ACES, reassignments for 7-level 3E6s, and management of vehicles and communications. He provided the following workshop results. A recommendation was made to change the AFS name from "Operations" to "Operations Management." Wartime and peacetime tasks, career progression requirements, and retraining requirements were redefined. "Operations" specific guidance material was reviewed and from that an outline for a new "Operations Management" AFPAM was developed. Finally, the AFMAN 36-2108 and CFETP Part 1 were reviewed and aligned to match the proposed changes. SMSgt Skinner explained the difference between the scoping workshop and the U&TW stating that the scoping workshop was basically a skeletal structured meeting that concentrated on the macro level versus that of the micro approach of the U&TW. He concluded with a comprehensive overview of the Feb workshop laying the groundwork for the AFPAM 36-2108 review.

i. **Review AFMAN 36-2108:** SMSgt Skinner briefed the group on the proposed changes to the AFMAN 36-2108. At the end of the workshop, the document was reviewed and further revisions and additions were identified (see attachment 3 for the recommended and final change).

j. **Part 1, CFETP Review:** A review of the CFETP Part 1 was conducted to reflect the appropriate changes, additions, and deletions. The group made recommended changes as well as approving the recommended changes as outlined at the Feb 99 Scoping Workshop (see attachments 4 for the recommended changes).

k. **Contingency requirements:** MSgt Dan Red Cloud, HQ AFCESA/CEXR, discussed contingency task certification, Special Training Locations (STLs), Regional Equipment Operators Training Site, and Regional Home Station Training Sites. He explained how these sites could possibly be used for just-in-time training to meet training requirements in support of the new Expeditionary Air Force.

l. **Proficiency Code Briefing:** Ms. Mary Koger, 366 TRS/TRR, gave a briefing on the proper use and understanding of the Proficiency Codes in an effort to improve the process during the Specialty Training Standards review. This was a helpful briefing that should be repeated for all U&TWs.

m. **CFETP Part 2, Specialty Training Standard (STS) Strawman:** CMSgt Gelsleichter and SMSgt Skinner briefed the participants on the schoolhouse recommended changes for the strawman STS. The group was briefed on recommendations based on the Feb 99 Operations Scoping Workshop, OSR data, local course subject matter experts, graduate assurance surveys, field recommendations, and common sense. Constraints were briefly addressed. The participants were briefed on the implications of their recommendations and usage of the schoolhouse as a stepping stone to making group decisions. The participants reviewed the STS and recommendations were made (see attachment 5 for a list of these recommendations).

n. **Core Task Review:** Chief Gelsleichter presented a briefing on core tasks. He presented a comprehensive definition of the qualification of a core task. He also urged the participants to look to the “essence of the career field” when selecting the core tasks. The CFETP review began at Section 12 and continued until all requirements had been reviewed and recommendations were made. The final draft was reviewed for accuracy. (Also see attachment 5 for the list of items identified as core tasks.)

o. **Qualification Training Package (QTP):** SMSgt Skinner briefed the group on the available AFQTP for this AFS and pointed out that the changes made during this U&TW would affect the contents of these AFQTPs. He stated that some may need to be revised or even deleted and that additional AFQTPs may be required. The group was given the task to determine these changes, deletions and/or additions, and provide that information at the end of the U&TW. He concluded by explaining how to locate and obtain all applicable AFQTPs relevant to this AFSC.

p. **CDC Status Brief:** SMSgt Pat Allbritton, 366TRS/TRR, gave a brief history on the development of the electronic 7-level CDC. He talked about current CDC enrollment, proposed changes to the Aug 98 interactive CDC, and various CDC production concerns.

q. **Course Training Standards (CTS) Review:** Mr. Tom Kee, 366TRS/TRR, provided statistics on each course and asked for feedback concerning course content. The Work Information Management System (WIMS) Operator course since 1997 has been low in attendance. The group recommended the

course be modified to incorporate more report writing and other areas relevant to the AFS. The group decided to make this an action item to collect data from the field to be used to modify this course. SMSgt Spangler is the POC for this action item.

r. **AFCAT 36-2223 Review:** Mr. Tom Kee provided information on the publication of the AFCAT 36-2223 and showed excerpts of the particular pages containing the Operations Management courses. He explained the new electronic update process and provided instructions on how to find the new information. The course contents were extensively reviewed, and the only recommended change pertained to the above-mentioned CTS modification. The POC for this change is also SMSgt Spangler.

s. **Training Update Briefing:** CMSgt Gelsleichter provided information pertaining to current and future AFCESA training initiatives.

7. Closing Remarks: CMSgt Gelsleichter and SMSgt Skinner thanked the attendees for their participation and professionalism that made this U&TW a great success. The workshop adjourned at 1700 on 2 Jul 99. (See a list of action items in attachment 6.)

LANCE C. BRENDDEL, Colonel, USAF
Director of Operations Support

Attachments:

1. Distribution List
2. Attendees
3. Changes to AFMAN 36-2108
4. CFETP Pt I
5. CFETP Pt II (STS) Changes
6. Action Items

DISTRIBUTION LIST

HQ USAF/CEO/CEX/CEM
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ANG/CEX/CEXP
HQ AFSOC/CEX
11WG/CC
HQ AFRC/CEX
HQ AIA/CEP
366 TRS CC/TRR/TTM

OPERATIONS MANAGEMENT U&TW ATTENDEES

VOTING MEMBERS

<u>NAME</u>	<u>OFFICE</u>
SMSgt Randall Skinner - Chairman	HQ AFCESA/CEOT
TSgt Mark Barner	11 th WG
MSgt Bernard Auch	AIA
MSgt Kenneth Bennett	AFSOC
MSgt Kelvin Address	ACC
SMSgt Valerie Spangler	AMC
MSgt Elizabeth Minchew	USAFE
SSgt Tony Turner	AETC
CMSgt Randy Malek	AFRC
MSgt Edward Shorey	ANG
SSgt Christina Miko	AFMC
MSgt Uwe Chadwick	PACAF
SMSgt Mitchell Johnson	AFSPC

OTHER ATTENDEES

CMSgt Richard Park	AF/ ILEM
CMSgt Mike Gelsleichter	HQ AFCESA/CEOT
CMSgt Joe B. Wallace	366 TRS/CCM
CMSgt Al Miller	11 th WG
CMSgt Susan Wynn	HQ AFRC/CEXT
SMS Pat Allbritton	366 TRS/TRR
MSgt Dan Red Cloud	HQ AFCESA/CEXR
TSgt Betty Fortune	366 TRS/TTM
Maj Gary Cox	AETC/DOOI
Maj Eric Yates	366 TRS/TTM
Mr. Tom Kee	366 TRS/TTR
Ms. Barbara Buckley	366 TRS/TTM
Ms. Angelic Crawford	366 TRS/TTM
Mr. Larry Strickland	366 TRS/TTM
Ms. Beth Yates	366 TRS/TTM
Ms. Mary Koger	366 TRS/TRR
Mr. Bob Yadrick	AFOMS

PROPOSED CHANGE TO AFMAN 36-2108

AFSCs 3E6X1, OPERATIONS

1. This is a proposed change to AFMAN 36-2108, *Airman Classification*. If approved, it will be effective no earlier than 31 Oct 99.
2. This proposal revises the specialty description for AFSCs 3E6X1 to eliminate the lateral entry requirement, establish a 5-skill level, re-title the specialty, update duties and responsibilities, and revise specialty qualifications. The revised specialty description is at attachment 2.
3. Future manpower constraints will totally deplete the pool of 3EXXX personnel available to retrain into AFSC 3E6X1. Projected cuts along with contingency demands will strain the career field subdivisions to such an extent Civil-Engineering (CE) can no longer afford to take experienced resources and move them into the Operations specialty. Current retraining objectives are simply not attracting sufficient numbers nor the right grades and skills to sustain this specialty. As a result of dwindling resources, an initial skills training course was developed that will provide essentially the same level of qualification from direct accessions as experienced CE personnel. This new training course will allow the recruitment of non-prior service (NPS) personnel as well as personnel from other AFSCs into the specialty. This will alleviate the strain on the other CE AFSCs and beef up the current manning of 3E6X1 personnel.
4. Concurrently, with the removal of the lateral entry requirement, establishment of the 5-skill level will ensure both retrainees and NPS personnel receive proper training and follow a well-developed career path. Existing authorizations will be adjusted and the Career Development Course revised to facilitate this action. Additionally, the specialty description is revised to re-title the specialty to Operations Management, update terminology, duties and responsibilities, and specialty qualifications to include completion of the CE Management Craftsman course as a mandatory requirement for award of 3E671. These changes are necessary to bring the specialty description up-to-date and more accurately portray the role of CE Operations personnel. These changes have been reviewed and are supported by the functional community and the Air Force Career Field Manager.
5. This change will not increase or decrease manpower authorizations. However, it is not known at this time how many current 3-skill level authorizations will remain after the conversion. Local functional managers, with the help of manpower, must review each current 3E631 position and determine whether it should be rolled up to the 5-skill level or remain at the 3-level. Because of the pre-select process, all 3E631 positions will convert to 3E651. Therefore, the review will actually determine which positions revert to the 3 level. In addition, a review of each individual's qualifications at the time of the conversion must be made to determine individual upgrade training requirements.
6. If this proposal is approved in its present form, the change summary and conversion instructions at attachment 1 will be published in the Change Summary and Conversion Guide to AFMAN 36-2108.

**AIRMAN
CHANGE SUMMARY AND CONVERSION GUIDE
FOR 31 OCTOBER 1999**

Introduction

STANDARD CONVERSION INSTRUCTIONS: The standard instructions listed below are referred to by note number in the “Conversion Instruction Notes” column of this Change Summary and Conversion Guide. Notes are used singly or in combination to cover conversion instructions. However, written specific instructions may be added or substituted when a change requires special clarification.

NOTE INSTRUCTION

1.	Code deleted from Airman Classification Structure.
2.	Code added to Airman Classification Structure.
3.	Converts directly in PDS. No further MPF action required; report on individual person (RIP) source document provided.
4.	No conversion action required.
5.	Title change.
6.	See explanation of prefix in attachment 2 for award and deletion criteria.
7.	Review and evaluation of an individual’s qualifications are required before designating SEI. Manpower and Personnel representatives, with local functional help, will review authorized AFSC positions on unit manpower document and designate SEI to appropriate positions.
8.	<p>Indirect conversion. Action required:</p> <p style="padding-left: 40px;">a. Personnel. First AFSC listed under “New AFSC” column is the “pre-select AFSC” that will be automatically selected and shown in pre-conversion listing available to MPFs by 15 Sep 99. MPFs, with the help of local functional representatives, will review and evaluate pre-select pre-conversion to determine if (1) DAFSC/CAFSC match manpower position conversion, (2) CAFSC is at correct skill level, and (3) awarded AFSCs (P/2/3/4) are correct, according to individual’s qualification. More than one AFSC associated with this conversion may be awarded if individual qualifies based on background and experience. AFI 36-2101 applies. If review and evaluation finds pre-conversion pre-select AFSCs are correct, MPFs will not change AFSCs in PDS; if incorrect, MPFs must update PDS to reflect conversions. MPFs must prepare source documents for all AFSC indirect conversions. See AFCSM, <i>Personnel Data Systems</i> 36-699, volume 1, table 5.1.</p> <p style="padding-left: 40px;">b. Manpower. With the help of the functional manager, MAJCOM and Field Operating Agency (FOA) manpower will determine UMD changes required to effect conversion. They will reflect positions in the projected AFSC field of the manpower data system (MDS) as soon as possible after notification by HQ AFPC/DPPAC of approved indirect conversion but not later than 15 Aug 99.</p> <p style="padding-left: 40px;">c. Pipeline Personnel. Pipeline personnel already on assignment as of effective date will convert as follows: For personnel with a report not later than date (RNLTD) of 28 Feb 00 or earlier, HQ AFPC/DPAA will change projected AFSC in PDS to match position to which member will be assigned.</p>

	On arrival, MPF will award AFSC coinciding with the position of assignment, unless previously awarded. Assignment of personnel with RNLTD of 1 Mar 00 or later, will be reevaluated by HQ AFPC/DPAA and either confirmed, canceled, or diverted, based on post-conversion requirements at the tentative gaining unit and the individual's qualifications for the AFSC in which he or she will be shipped.
9.	Headquarters Air Force (HAF) and BLMPS table changes required.
10.	Manpower table changes required.

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
Prefix V	Automated Functional Applications Analyst/Monitor	No Change	No Change	List of authorized AFSCs/CEMs is revised to add 3E651	MPF: 2, 6. AFPC: 2, 9. Manpower: 2, 10.
3E691	Operations Superintendent	No Change	Operations Management Superintendent	Specialty description is revised to re-title the specialty, update the terminology, duties and responsibilities, and establish a 5-skill level for AFSC 3E6X1 as an authorized identifier in the airman classification system.	MPF: 4, 5. AFPC: 4, 5, 9. Manpower: 4, 5, 10.
3E671	Operations Craftsmen	No Change	Operations Management Craftsmen		
3E631	Operations Journeymen	3E651	Operations Management Journeymen	AFSC 3E631 is re-titled to Apprentice. Specialty qualifications are revised to delete prior qualification at the 5-skill level or higher in any 3EXXX AFSC as a mandatory entry requirement. Added to specialty qualifications is the mandatory requirement for completing the CE Management Craftsman course for award of 3E671. There are no other changes to qualification criteria.	Indirect Conversion MPF: 2, 5, 8. AFPC: 2, 5, 8, 9. Manpower: 2, 5, 8, 10. <i>NOTE:</i> Because of the indirect conversion process, the new 5-skill level AFSC will be identified as the pre-select AFSC. Base level functional managers, in conjunction with manpower, must identify which current 3-skill level authorizations will remain at the 3-skill level.
		3E631	Operations Management Apprentice		
3E611	Operations Helper	No Change	Operations Management Helper		MPF: 4, 5. AFPC: 4, 5, 9. Manpower: 4, 5, 10.

CEM Code 3E000
AFSC 3E691, Superintendent
Craftsman AFSC 3E671

★Journeyman AFSC 3E651
★Apprentice AFSC 3E631
Helper AFSC 3E611

★OPERATIONS MANAGEMENT
(Proposed Change for 31 Oct 99)

★1. Specialty Summary. Responsible for activating and managing Civil Engineer (CE) command and control centers during peacetime, wartime, and contingency operations. Processes and controls work requirements in contingency, wartime, and peacetime situations for work performed by CE work forces. Maintains accountability of resources. Related DOD Occupational Subgroup: 710.

★2. Duties and Responsibilities:

2.1. Establishes and manages the operation of the command and control centers and customer focal point. Implements and manages the customer satisfaction program. Responds to customer inquiries. Prepares and manages work requirements during approval, processing, and completion stages. Recommends method of accomplishment based on existing capabilities. Develops, monitors, and manages work order priority program. Monitors work costs to ensure compliance with legal limits or support agreements. Operates computer and communications equipment to support work force management activities. Manages preparation and maintenance of work force records and reports. Performs quantitative study of management data to assess CE cost and reimbursement, work performance, progress, trends, standards, and policies. Manages and ensures a continuous workflow. Manages priorities and work plans, and monitors work status. Manages recurring work program and provides non-technical automated assistance as needed.

2.2. Ensures identification of environmental concerns. Develops and administers facility manager program. Analyzes work activities to ensure quality and compliance with policies, current directions, and other publications. Evaluates inspection findings and recommends corrective action. Collaborates with engineer and environmental planning functions to prepare and execute CE programs and plans. Ensures coordination and/or collaboration with all appropriate agencies.

2.3. Performs Quality Assessment Evaluation and develops Statement of Work on non-technical contracts, interfaces with host nations on maintenance requirements, purchase agreements, and service contracts. Manages and advises on issues related to the operation career field. Resolves complex issues related to CE cost and reimbursement, work performance, progress trends, standards and policies.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of CE policies, operations practices, and procedures for constructing, maintaining, and operating real estate, facilities, systems, and equipment; supply procedures, directives, and policies; information management systems use; and work force management requirements, interpretation, and application of technical guidance, directives, operational plans, and command policies.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics, and English composition is mandatory. Accounting, typing, and computer operations are desirable.

3.3. Training.

3.3.1. For award of AFSC 3E631, completion of the basic operations course is mandatory.

★3.3.2. For award of AFSC 3E671, completion of the CE Management Craftsman course is mandatory.

★3.4. Experience. The following experience is mandatory for award of the AFSC indicated.

3.4.1. 3E651. Qualification in and possession of AFSC 3E631.

3.4.2. 3E671. Qualification in and possession of AFSC 3E651.

3.4.3. 3E691. Qualification in and possession of AFSC 3E671.

★3.5. Other. The following are mandatory for entry into this AFSC:

3.5.1. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

3.5.2. Ability to speak distinctly

SEE FINAL CHANGES AT: WWW.AFPC.RANDOLPH.AF.MIL

ATCH 3

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20330-5000

CFETP 3E6X1
Parts I and II

2 Jul 99

AFSC 3E6X1

OPERATIONS MANAGEMENT

All highlighted areas require further research.

CAREER FIELD
EDUCATION AND TRAINING PLAN

CAREER FIELD EDUCATION AND TRAINING PLAN
OPERATIONS MANAGEMENT SPECIALTY
3E6X1

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Supersedes CFETP 3E6X1, 1 April 1997
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PREFACE

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and instill rigor in all aspects of career field training.

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. **Part I** provides information necessary for overall management of the specialty.

- **Section A** provides general information about how the CFETP will be used.
- **Section B** identifies career field progression information, duties and responsibilities, training strategies, and career field path.
- **Section C** associates each level with specialty qualifications (knowledge, education, and training).
- **Section D** indicates resource constraints.
- **Section E** identifies transition training guide requirements for SSgt through MSgt.

2.2. **Part II** includes the following:

- **Section A** identifies the Specialty Training Standard (STS) to include duties, tasks, and technical references to support Air Education and Training Command (AETC) conducted training, wartime course, and correspondence course requirements.
- **Section B** contains the course objective list and training standards supervisors will use to determine if airmen satisfy training requirements.
- **Section C** identifies available support materials. Qualification Training Packages (QTPs) and CerTests support both upgrade training (UGT) and qualification training. QTPs are indexed in AF Index (AFIND) 8, Numerical Index of Specialized Educational Training Publications.
- **Section D** identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses, and exportable courseware.
- **Section E** identifies MAJCOM-unique training requirements supervisors can use to determine additional training required for the associated qualification needs.
- **Section F** identifies home station training references and courses for this specialty in support of contingency/wartime training.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their careers. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this guide.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT). A formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Force Career Field Manager (AFCFM). An individual on the Air Staff charged with the responsibility for overseeing all training and career field management aspects of an Air Force specialty or group of specialties.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

Certification and Testing (Cer-Test). A multi-media evaluation program used to test an individual's knowledge of principles and procedures in their career field.

Computer Based Training (CBT). The use of computers to aid in the delivery and management of instructional material.

Continuation Training. Additional training exceeding requirements with emphasis on present and future duty assignments.

Core Task. A task Air Force Career Field Managers (AFCFMs) identified as a minimum qualification requirement within an Air Force specialty or duty position. These tasks exemplify the essence of the career field.

Course Objective List (COL). A publication, derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-, 5-, and 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Developing, Managing, and Conducting Training.

Critical Task. Tasks that have been identified by the work center supervisor as having a detrimental effect on mission accomplishment if not performed correctly. Critical tasks may or may not be the same as core tasks but are mandatory if identified as 'critical' to the individual's position by the supervisor or work center.

Distance Learning (DL). Training that is exported, such as from a resident course to a field location.

Duty Position Task. The tasks assigned to an individual for the position currently held. These include as a minimum all core tasks, critical tasks, and any other tasks assigned by the supervisor.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

Exportable Training. Additional training via computer-assisted, paper text, interactive video, or other necessary means to supplement training.

Field Technical Training (Type 4). Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team (MTT).

Initial Skills Training. A formal resident course which results in award of the entry level.

Instructional System Development (ISD). A deliberate and orderly, but flexible, process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost-efficient way the knowledge, skills, and attitudes essential for successful job performance.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Optimal Training. The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Proficiency training is additional training, either in-residence, exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. QTPs identify the Air Force's standardized method for performing the task. The QTP may be printed (paper-based), computer-based, or in other audiovisual media.

Representative Sites. Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, or equipment that precludes desired training from being delivered.

Skills Training. A formal course resulting in the award of a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Standard (STS). Describes skills and knowledge that airmen in a particular AFS need on the job. It further serves as a contract between the Air Education and Training Command (AETC) and the user to show the overall training requirements for an AFS taught in the resident and nonresident courses.

Standard. An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

Total Force. All collective Air Force components (active duty, Reserve, Guard, and civilian elements) of the

United States Air Force.

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Impact Decision System (TIDES). A computer-based decision support technology designed to assist Air Force career field managers (AFCFMs) in making critical judgments relevant to what training should be provided to personnel within career fields, when training should be provided (at what career points), and where training should be conducted (training setting). A TIDES template is used Air Force-wide for standardization and formatting of CFETPs.

Training Planning Team (TPT). Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues is greater than is normal in the U&TW forum.

Training Requirements Analysis. A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-,5-, 7-, and 9-skill levels.

Utilization and Training Workshop (U&TW). A forum of the AFCFM, MAJCOM Functional Managers (MFMs), Subject Matter Experts (SMEs), and AETC training personnel that determine career ladder training requirements.

PART I

SECTION A - GENERAL INFORMATION

1. Purpose. This CFETP provides information necessary for Air Force Career Field Managers (AFCFMs), MAJCOM functional managers (MFMs), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training individuals require to develop and progress throughout their careers. It identifies initial skills, upgrade, qualification, advanced, and proficiency training.

- **Initial skills training** is the AFS-specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training wings.
- **Upgrade training** identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels.
- **Qualification training** is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job.
- **Advanced Training.** A formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.
- **Proficiency training** is additional training, either in-residence, exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

The CFETP has several purposes:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. It is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty and identifies sources of training and training delivery methods.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Uses. MFMs will use the plan and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, nonresident, field, and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM, Air Force Civil Engineer Support Agency Training Division (HQ AFCEA/CEOT) to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement CFETP mandatory initial, upgrade, and proficiency requirements and identify requirements that can be satisfied by OJT, resident training, contract training, CerTest, or exportable courses. MAJCOM-developed training to support this AFS must be identified for inclusion into the plan.

2.3. Unit Training managers and supervisors must ensure each individual completes the mandatory training requirements (including MAJCOM supplemental requirements) for the upgrade training specified in this plan.

2.4. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is the approval authority for the CFETP. MAJCOM representatives and AETC personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

SECTION B - CAREER FIELD PROGRESSION AND INFORMATION

4. Specialty Descriptions. Operations Management Apprentice, Journeyman, Craftsman, and Superintendent.

4.1. Specialty Summary. Responsible for activating and managing Civil Engineer (CE) command and control centers during peacetime, wartime, and contingency operations. Processes and controls work requirements in contingency, wartime, and peacetime situations for work performed by CE work forces. Maintains accountability of resources. Related DoD Occupational Subgroup: 710.

4.2. Duties and Responsibilities for Apprentice, Journeyman, and Craftsman.

4.2.1. Establishes and manages the operation of command and control centers and customer focal point.

- Implements and manages the customer satisfaction program. Responds to customer inquiries.
- Prepares and manages work requirements during approval, processing, and completion stages. Recommends method of accomplishment (i.e.: contract vs. in-house) based on existing capabilities.
- Develops, monitors, and manages work order priority program. Monitors work costs to ensure compliance with legal limits and/or support agreements.
- Operates computer and communications equipment to support work force management activities. Manages preparation and maintenance of work force records and reports.
- Performs quantitative study of management data to assess CE cost and reimbursement, work performance, progress, trends, standards, and policies.
- Manages and ensures a continuous workflow. Manages priorities and work plans, and monitors work status.
- Manages Recurring Work Program (RWP) and provides non-technical automated assistance as needed.

4.2.2. Ensures identification of environmental concerns. Develops and administers facility manager program.

- Analyzes work activities to ensure quality and compliance with policies, current directions, and other publications.
- Evaluates inspection findings and recommends corrective action.
- Collaborates with engineer and environmental planning functions to prepare and execute CE programs and plans.
- Ensures coordination and/or collaboration with all appropriate agencies (i.e.: Fire Department, Safety, BioEnvironmental, local utility companies, and host nations etc....).

4.2.3. Performs Quality Assurance Evaluation (QAE) and develops Statement of Work (SOW) on

non-technical contracts, interfaces with host nations on maintenance requirements, purchase agreements, and service contracts.

- Manages and advises on issues related to the operations management career field.
- Resolves complex issues related to CE cost and reimbursement work performance, progress trends, standards and policies.

4.3. Duties and Responsibilities for Superintendents. Advises on problems associated with the career field.

- Manages and advises on issues related to the operations management career field.
- Resolves complex issues related to CE cost and reimbursement work performance, progress trends, standards and policies.
- Evaluates inspection findings and recommends corrective actions.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level plays an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training does their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure individuals receive viable training at appropriate points in their careers.

5.1. Apprentice. (3-Level)

- Upon completion of initial skills training, a trainee will work with a trainer to enhance their knowledge and skills.
- Complete initial skills training course J3ABR3E631 00 located at Sheppard AFB, TX Utilize the Career Development Course (CDC), Qualification Training Packages (QTPs) and other exportable courses to progress in the career field.
- Once task certified, a trainee may perform the task unsupervised.
- An apprentice can expect to perform such tasks as: controller, customer service representative, service call operator, and communication operator.
- **Look for Standardization .**

5.2. Journeyman. (5-Level)

- **Will use CDCs and other reference material to prepare for Weighted Airman Performance Systems (WAPS) testing.**
- Should continue pursuing a Community College of the Air Force (CCAF) degree.
- A Journeyman may be assigned positions such as scheduler, programmer, work order priority program monitor, and quality assurance evaluator.

- **5-Levels may be assigned to units other than Civil Engineering to perform duties as Civil Engineering (CE) liaison.**
- **Enter into continuation training to broaden experience base.**

5.3. Craftsman. (7-Level)

- Seven-levels should take courses or obtain added knowledge on management of resources and personnel, and attend the 7-level resident course.
- A craftsman may be assigned job positions such as NCOIC/Chief of Operations Management, self help manager, chief of service contracts, NCOIC of command and control, zonal manager, NCOIC/Chief of customer service and various unit or staff positions.
- Will attend the Noncommissioned Officer Academy (NCOA) after promotion to TSgt (active duty only). In-residence or correspondence course required for ARC personnel.
- Continued academic education through CCAF and higher degree programs is encouraged.

5.4. Superintendent. (9-Level)

- A 9-level can be expected to fill positions such as flight chief, superintendent of zones, maintenance engineering, heavy repair, facility maintenance, and various staff positions.
- Should pursue increased knowledge of budget, manpower, resources, and personnel management.
- Recommend the pursuit of additional higher education and completion of courses outside of their career AFS.

5.5. Civil Engineer Manager.

- Must be selected for CMSgt and possess qualifications in a feeder specialty (3E090, 3E191, 3E291, 3E391, 3E491, 3E591, or 3E691).
- Will work in a variety of similar jobs and functional areas where general managerial and supervisory abilities can be most effectively used and challenged.
- Resident graduation of the USAF Senior NCO Academy (SNCOA) is a prerequisite for CMSgt sew-on (active duty only). In-residence or correspondence course required for ARC personnel.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Operations Management career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The following decisions were made at the career field Utilization & Training Workshop (U&TW) held at Sheppard AFB TX in June 1999.

6.1. Initial Skills Training. The initial skills course was reviewed for content. Additions, deletions, and modifications were made to the course using Mission Ready Technician (MRT) as the guiding criteria.

Wartime training tasks were identified. Additional contingency training was also identified.

6.2. Five Level Upgrade Training Requirements. A mandatory 5-level CDC course will be developed and implemented.

6.3. Seven Level Upgrade Training Requirements. 7-level training requirements were reviewed.

6.4. Proficiency Training.

- Any additional knowledge and skill requirements that were not taught through initial skills or upgrade training are assigned as continuation training.
- Purpose of continuation training is to provide training exceeding minimum upgrade training requirements with emphasis on present and future duty positions.
- MAJCOMs must develop a continuation-training program that ensures individuals in the Operations Management career field receive the necessary training at the appropriate point in their careers.
- The training program will identify both mandatory and optional training requirements.

6.4.1. Supplemental Training. SMEs and the Education and Training Review Committee (ETRC) reviewed supplemental training courses for technical accuracy and identified training that was no longer required. They revalidated the remaining courses as necessary to fully support career progression in the AFS.

6.4.2. CerTest. Originally, the CerTest program was developed to support transition training. Now, it should be used as supplemental training to support OJT and QT.

7. Community College of the Air Force (CCAF) Academic Programs. Airmen are automatically enrolled in CCAF upon completion of basic military training. CCAF provides the opportunity to obtain an Associates in Applied Sciences Degree. In addition to its associates degree program, CCAF offers the following:

- **Occupational Instructor Certification.** Upon completion of instructor qualification training (consisting of the Instructor Methods course and supervised practice teaching), CCAF instructors possessing an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.
- **Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency-based Assurance process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

7.1. The Maintenance Production Management Associates Degree (4VJG) applies to AFSC 3E6X1.

7.2. Degree Requirements. Prior to completing an Associates Degree, the individual must be awarded a 5-level and the following requirements must be met:

Course	Semester Hours
Technical Education.....	24

Leadership, Management, and Military Studies.....	6
Physical Education.....	4
General Education.....	15
Program Elective.....	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total.....	64

7.2.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

Technical Core Requirements	Semester Hours
CCAF Internship.....	16
Inventory and Production Control	6
Management Information Systems	10
Production Management	6
Quality Assurance	3
Systems Management	6

Technical Electives	Semester Hours
AF Enlisted Professional Military Education.....	12
Basic Accounting	3
Computer Science.....	6
Industrial Management	3
Industrial Safety.....	3
Labor Relations	3
Logistics Management	3
Material Management	3
Statistics	3
Technical Drawing	3
Technical Writing	3

7.2.2. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

7.2.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

7.2.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable general education subjects/courses as provided in the CCAF General Catalog.

General Education	Semester Hours
Oral Communication.....	3
Speech	
Written Communication.....	3
English Composition	
Mathematics.....	3
An intermediate algebra or a college-level mathematics	

course is required. If an approved mathematics course is used as a Technical or Program Elective, a natural science course that meets general education requirements (GER) criteria may be applied towards the General Education Requirement.

Social Science.....	3
Anthropology, Archaeology, Economics, Geography, Government, History, Political Science, Psychology, Sociology	
Humanities.....	3
Fine Arts (History, Criticism, and Appreciation) Foreign Language, Literature, Philosophy, Religion	

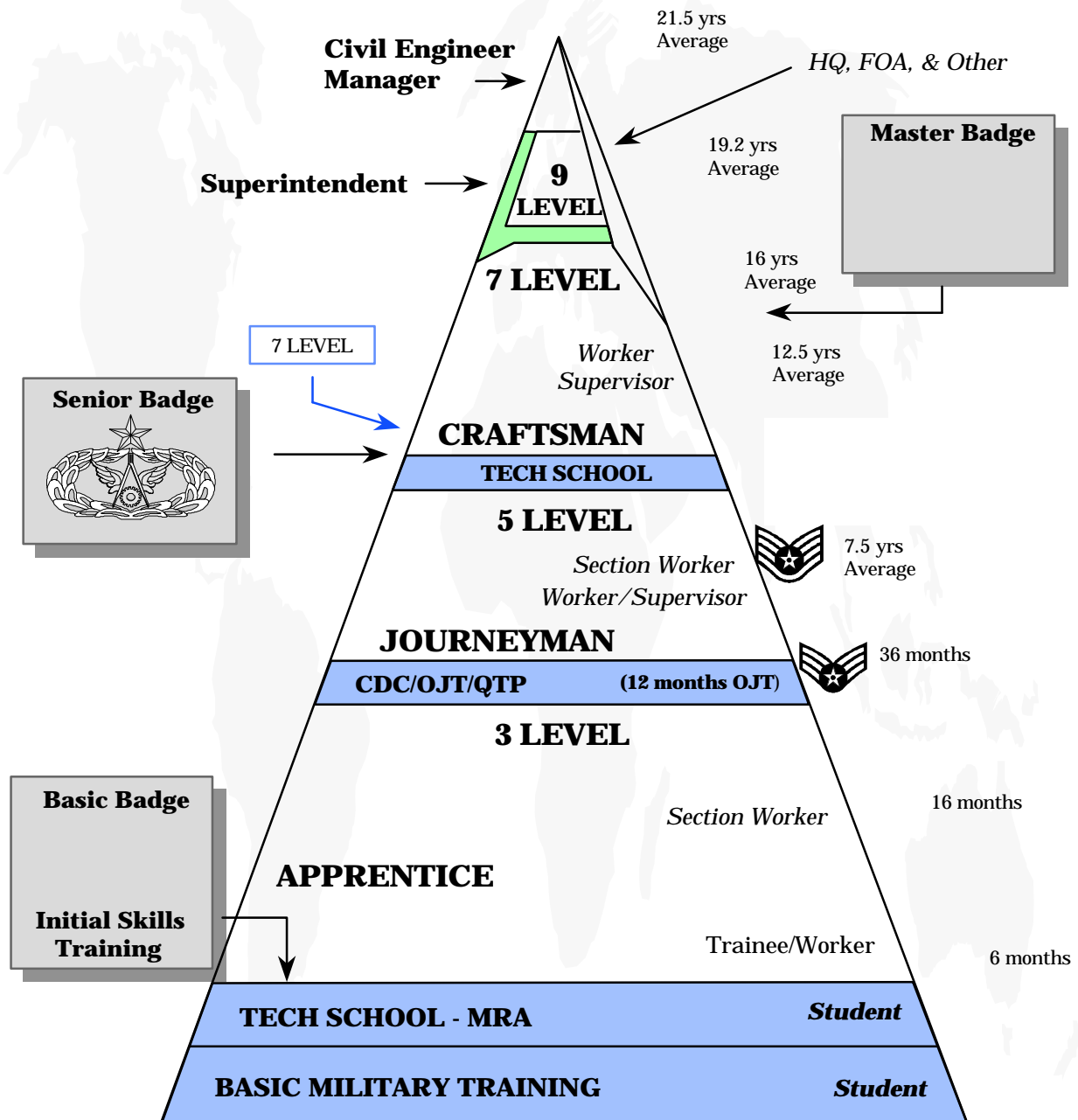
7.2.5. Program Elective (15 Semester Hours): Satisfied with applicable technical education; leadership, management, and military studies; or general education subjects/courses, including natural science courses meeting GER application criteria and foreign language credit earned at the Defense Language Institute or through the Defense Language Proficiency Test. Six semester hours of CCAF-degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

7.3. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command (AETC) Instructor should actively pursue an Associates Degree. A qualified faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

Note: Effective Sept 96, 3E6X1 personnel with documentation of an awarded journeyman (5) skill level from 1983 to 1994 will continue to have the Internship 5000 credit applied to their records. Acceptable documentation will be CCAF progress reports showing award of INT 5000 credit or a duty history from Air Force personnel records indicating that the journeyman skill level was held previously. All other rules applicable to the 3E6X1 career field remain unchanged. This includes 3E6X1 personnel not being required to hold a journeyman skill level in order to graduate from CCAF and internship for the journeyman skill level awarded until the craftsman (7) skill level is attained. This exception to policy takes into account the fact that the affected personnel completed a standard upgrade training program for the award of the journeyman skill level during a period of time in which there was one available to them.

8. **Career Field Path.** The following chart depicts this specialty's career path.

Operations Management Enlisted Career Pyramid



8.1. The Operations Management Manpower table represents the 1997 demographics for the specialty by grade.

Table 8.1 - Manpower									
	CMSgt	SMSgt	MSgt	TSgt	SSgt	SRA	A1C	Amn	AB
Base Level	115	12	48	90	219	79	12	0	0
MAJCOM Staff	12	2	3	0	0	0	0	0	0
HQ USAF Staff	1	0	0	0	0	0	0	0	0
FOA/DRU	7	2	6	3	4	0	0	0	0
Total	135	16	57	93	223	79	12	0	0

Note: CMSgt allocations represent numbers applicable to Civil Engineer AFSCs 3E0X1 through 3E6X1.

8.2. CE Occupational Badge. The Civil Engineer badge reflects a great history and tradition. By wearing it, you will be recognized by your fellow airmen as having achieved an expected level of competence. The multitude of engineers before you established this expectation through excellent service in both peace and war. Eligibility criteria for award and wear of AF occupational badges can be found in AFI 36-2923 (Aeronautical, Duty, and Occupational Badges), on the AFEPL, Air Force Electronic Publications Library.

8.2.1. CE Badge Heraldry. The gear wheel and compass have historically been used to represent the engineering profession, in both the military and civilian sector. The gear represents the essence of engineering: applying scientific principles and technology to practical ends. To Air Force engineers, the gear symbolizes an element (representing the built environment) that meshes with other environments (weapon systems and trained personnel) to enable the Air Force to perform its mission. The compass is a precision tool historically used by engineers in designing and constructing facilities and equipment. The gear and compass together symbolize all the diverse specialties within Air Force civil engineer. Finally, the wings help to portray the fundamental linkage between the engineering and aviation components; and that the built environment is the foundation supporting Air Force mission and people.

8.2.2. Basic Badge. The basic badge is awarded upon successful completion of the apprentice course.

8.2.3. Senior Badge. The senior badge adds a star to the top of the badge. This is awarded after the member successfully completes the 7-level awarding course.

8.2.4. Master Badge. The master badge adds a wreath around the star. It's awarded to master sergeant or above with 5 years in the specialty from award of the 7-skill level.

8.3. Enlisted Career Path.

Table 8.2 Enlisted Career Path

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training school				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade To Journeyman (5-Skill Level) - Complete all core and duty related tasks identified in - Minimum 15 months on-the-job training. (9 months for retrainees) - Complete appropriate CDC if/when available.	SrA	3 years	28 months	10 Years
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<u>Trainer</u> - Trainer must be qualified and certified on tasks to be trained. - Must attend formal AF Training Course and be appointed by Commander in writing.			
Upgrade To Craftsman (7-Skill Level) - Complete all core and duty related tasks identified in CFETP. - Minimum rank of SSgt. - 18 months OJT (12 months for retrainees). - Complete appropriate CDC if/when available. - 7-level Craftsman Course (must complete a minimum of 12 months in UGT prior to attendance—6 months minimum UGT for retrainees).	SSgt	7.5 years	3 years	20 Years
Retrainee: - Minimum of 3 months apprenticeship - Minimum 6 months for 5-level - Minimum 12 months for 7-level UGT	<u>Certifier</u> - SSgt with 5-skill level or civilian equivalent. - Attend formal AF Certifier Course and appointed by Commander in writing. - Be a person other than the trainer (for core and critical tasks only).			
Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	12.5 years	5 years	20 Years
	MSgt	16 years	8 years	24 Years
USAF Senior NCO Academy (SNCOA) - Must be a SMSgt or SMSgt Selectee or select MSgt. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).	SMSgt	19.2 years	11 years	26 Years

Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt. - Must be a resident graduate of SNCOA (Active Duty Only).	CMS gt	21.5 years	14 years	30 Years
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SECTION C - SKILL LEVEL TRAINING REQUIREMENTS

9. Purpose. The various skill levels in the career field are defined in terms of tasks and knowledge requirements for the Operations Management career ladder. They are stated in broad, general terms and establish the standards of performance. An all-encompassing core task list has been developed for this specialty because of the diversity of the missions supported and the equipment installed to meet mission requirements. Core tasks, knowledge items, and skill requirements for this specialty is identified in the STS. Completion of the mandatory 3-level skill awarding course, the mandatory 5-level CDC, the mandatory 7-level course, and the mandatory use and completion of applicable AFJQS/AFQTPs comprise the Air Force core tasks for this specialty.

10. Skill Level Training Requirements.

10.1. Apprentice (3-Level) Training Requirements. (3E631)

10.1.1. Specialty Qualifications.

10.1.1.1. Knowledge. Completion of the Operations Management Apprentice course satisfies this mandatory requirement.

10.1.1.2. Education. For entry into this specialty completion of high school with courses in mathematics, and English composition is mandatory. Accounting, typing, and computer operations are desirable.

10.1.1.3. Training. Completion of the Operations Management Apprentice course, J3ABR3E631 000 is mandatory for award of this skill level.

10.1.1.4. Experience.

10.1.1.5. Other.

- Qualification to operate government vehicles according to AFI 24-301, Vehicle Operations.
- Ability to speak distinctly.

10.1.2. Training Sources/Resources.

- Formal training is accomplished through course J3ABR3E631 00 at Sheppard AFB TX.
- The COL (Part II, Section B of this CFETP) identifies all the knowledge and tasks, with their respective standards.
- When available, QTPs are mandatory for use during UGT/QT on all core tasks, critical tasks, and contingency/war () tasks.

10.1.3. Implementation.

- The 3-skill level is awarded upon graduating the Operations Management Apprentice course, J3ABR3E631 000, from Sheppard AFB TX..

10.2. Journeyman (5-Level) Training Requirements.

10.2.1. Specialty Qualification. Entry into 5-level upgrade training is initiated after the individual has completed the 3-level school and performed as an apprentice for a minimum of 3 months or a maximum of 6 months. All 3E631 qualifications apply to 3E651 requirements.

10.2.1.1. Knowledge. Knowledge is mandatory of:

- CE policies, operations practices, and procedures for constructing, maintaining, and operating real estate, facilities, systems and equipment.
- Supply procedures, directives, and policies.
- Information management systems use.

10.2.1.2. Education.

10.2.1.3. Training.

- Completion of CDC 3E651, Operations Management Journeyman is mandatory.
- Completion of CDC 3E050, General Contingency Responsibilities, is mandatory for all Civil Engineer personnel after completion of their specialty CDC.
- Completion of Work Information Management Systems (WIMS) Operator course, J3AZR3E050 000 is desirable.
- Completion of Civil Engineers Work Estimating course, J3AZR3E050 001 is optional.
- Completion of Engineer Performance Standards/Work Information Management Systems (EPS/WIMS) Knowledge course, by Mobile Training Team, J4AZT3E050 000 is optional.
- All core tasks identified with a single asterisk (*) in the core task column of the STS.
- QTPs for assigned core tasks, critical tasks, and contingency/war tasks.
- Duty position requirements identified by the supervisor.

10.2.1.4. Experience.

- Qualification in and possession of AFS 3E631

10.2.1.5. Other.

10.2.2. Training Sources/Resources. Add additional requirements

- Course J3AZR3E050 000, In-residence, Work Information Management Systems (WIMS) Operator.
- Course J3AZR3E050 001, In-residence, Civil Engineers Work Estimating.
- Course J4AZT3E050 000, Mobile Training Team (MTT), Engineer Performance Standards/Work Information Management Systems (EPS/WIMS) Knowledge.

10.2.3. Canned Implementation Guidance

10.3. Craftsman (7-Level) Training Requirements. (3E671)

10.3.1. Specialty Qualification. All 3E651 qualifications apply to 3E671 requirements.

10.3.1.1. Knowledge. Knowledge is mandatory of.:

- Work force management requirements, interpretation and application of technical guidance, directives, operational plans, and command policies.

10.3.1.2. Education.

- To assume the grade of SSgt, individuals must successfully complete the in-residence Airman Leadership School (active duty only).
- To assume the grade of MSgt, individuals must successfully complete the in-residence NCO Academy (active duty only).
- For ANG/AFRC, completion of ECI courses 00001 (ALS) and 00006 D&E (NCO Academy) satisfy the requirements.

10.3.1.3. Training.

- Completion of 7-Level Read Ahead Material (RAM) for course J3ACR3E070 000 is mandatory prior to attendance at in-residence course.
- Completion of in-residence CE Management Craftsman Course J3ACR3E070 000 is mandatory.
- All core tasks identified with a double asterisk (**) in the core column of the STS.
- QTPs for assigned core tasks, critical tasks, and contingency war () tasks.
- Duty position requirements identified by the supervisor.

10.3.1.4. Experience. Qualified in and possession of AFSC 3E651.

10.3.2. Training Sources/Resources.

- CE Management Craftsman Course RAM, for course J3ACR3E070 000.
- Course J3ACR3E070 000, CE Management Craftsman Course.
- NCO Academy Course 00006 D&E (paper base correspondence).
- The STS (Part II, Section A of this CFETP) identifies all core tasks required for qualification in the individual's duty position.
- Qualified trainers provide upgrade and qualification training for duty positions, managed programs, and/or equipment to be used.

10.3.3. Implementation.

- Entry into 7-level training is initiated when an individual is selected for SSgt and is fully qualified in AFSC 3E651.
- Qualification training is initiated any time an individual is assigned duties that they are not qualified to perform.
- QTPs are used concurrently to obtain necessary duty position qualifications.

10.4. Superintendent (9-Level) Training Requirements. (3E691)

10.4.1. Specialty Qualification.

10.4.1.1. Knowledge. Knowledge is mandatory of:

- Air Force training programs.
- CE policies, practices, and procedures of base maintenance and operations, crafts, facilities, equipment, and systems.
- Interpretation and application of maintenance and work force management.

10.4.1.2. Education.

- Completion of in-residence Senior NCO Academy is mandatory (active duty only).
- For ANG/AFRC, completion of ECI course 00008 D&E (paper base correspondence) **or** course 00005 (computer based CD-ROM) satisfy the Senior NCO Academy requirement.

10.4.1.3. Training. Completion of duty position training requirements.

10.4.1.4. Experience. Qualification in and possession of AFSC 3E671 is mandatory.

10.4.1.5. Other.

10.4.2. Training Sources/Resources.

- In-residence SNCO Academy located at Maxwell AFB - Gunter Annex AL.
- SNCO Academy Course 00008 D&E (paper base correspondence).
- SNCO Academy Course 00005 (exportable computer based CD-ROM).

10.4.3. Implementation.

- Entry into 9-level training is initiated when an individual is selected for SMSgt and is fully qualified in AFS 3E671.

- QT is initiated any time an individual is assigned duties they are not qualified to perform.

10.5. Civil Engineer Manager.

10.5.1. Specialty Qualification.

10.5.1.1. Knowledge. Knowledge is mandatory of:

- Managing and directing personnel resource activities.
- Interpreting and enforcing policy and applicable directives.
- Establishing control procedures to meet work goals and standards.
- Recommending or initiating actions to improve operational efficiency.
- Planning and programming work commitments and schedules.
- Developing plans regarding facilities, supplies, and equipment procurement and maintenance.

10.5.1.2. Education.

10.5.1.3. Training.

10.5.1.4. Experience.

- Possess qualifications in feeder specialty (3E691) prior to award of Civil Engineer Manager code 3E000.
- Managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity.

10.5.1.5. Other.

10.5.2. Training Sources and Resources.

10.5.3. Implementation. Entries into Civil Engineer Manager code 3E000 is initiated when an individual is selected for CMSgt and possess qualifications in a feeder specialty (3E090, 3E191, 3E291, 3E391, 3E491, 3E591, and 3E691).

SECTION D - RESOURCE CONSTRAINTS

11. Purpose. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. HQ AFCESA/CEOT and HQ AETC training experts will review and update resource constraints annually.

12. Apprentice (3-Level) Training. J3ABR3E631 000 Operations Management Apprentice.

12.1. Constraint. Course implementation with slashes (column 4A1). Course cannot be implemented until completion and approval of Plan of Instruction (POI).

12.1.1. Impact. Required training will not be ready for implementation upon publication of this CFETP.

12.1.2. Resources Required. None, other than time for course development. Manpower resources are available to complete required course revisions by the specified target completion date.

12.1.3. Action Required. Complete revision of the 3-level course to meet all training requirements and proficiency codes identified in this CFETP.

12.2. OPR/Target Completion Date. 366 TRS/TTM will implement revised training with class beginning 14 Mar 00.

13. Journeyman (5-Level) Training.

14. Craftsman (7-Level) Training.

14.1. Constraints. Required lead-time for development of QTPs to meet added and changed requirements in this CFETP.

14.1.1. Impact. Required QTPs will not be ready for UGT or QT upon publication of this CFETP.

14.1.2. Resources Required. Manpower (SMEs) from MAJCOMs to complete the development of paper-based QTPs.

14.1.3. Action Required. Complete all QTPs to meet all the training requirements identified in this CFETP.

14.2. OPR/Target Completion Date. HQ AFCESA/CEOT will hold workshops to develop required QTPs. ECD: Oct 97

15. Superintendent (9-Level) Training. No Constraints.

SECTION E - TRANSITIONAL TRAINING GUIDE

“There are currently no transition training requirements. This area is reserved.”

PART II

SECTION A - SPECIALTY TRAINING STANDARD

1. Implementation. This STS will be used to identify technical training provided by AETC for the 3-level Operations Management Apprentice course beginning 14 Mar 00 and graduating 17 Apr 00 and the 7-level Civil Engineer Management Craftsman course class which began 14 Jul 97 and graduated 25 Jul 97.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Lists in Column 1 (*Tasks, Knowledge, and Technical Reference*) the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3-, 5-, and 7-skill level.

2.2. Column 2 (*Core/Wartime Tasks*) identifies core tasks (specialty-wide training requirements) by an asterisk (*) for 5- and 7- skill levels or a double asterisk (**) for 7-skill level only. ***As a minimum, trainees must complete all core and critical tasks for skill level upgrade.***

2.2.1. Wartime tasks are identified by a “/” followed by a proficiency code (“/b”). In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment.

2.2.2. Tasks identified by a diamond () in column +2 are considered contingency/war tasks for both the 5- and 7-skill level and are extremely important to the career field. Equipment shortfalls at most locations however, have created problems with the actual hands-on certification of these tasks. In instances where required equipment is not available for instruction, completion of the task’s QTP is all that is required for upgrade and qualification training.

2.3. Provides **certification for OJT**. Columns 3A, B, C, D, and E are used to record completion of tasks and knowledge training requirements. If available, use automated training management systems to document technician qualifications. **Task certification of core and critical tasks** require a training completion date and initials of the trainee, trainer, and certifier. All non-core tasks require training completion date and initials of the trainee and trainer only.

+

2.4. Shows **formal training and correspondence course** requirements. Columns 4A, B, and C show the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the initial skills training course, correspondence course, and read-ahead material. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

2.5. Identifies tasks with **Air Force Qualification Training Packages (AFQTPs)**.

2.6. Identifies **qualitative requirements**. Attachment 1 contains the *Proficiency Code Key* used to indicate the level of training and knowledge provided by resident training and career development courses.

2.7. Becomes a **job qualification standard (JQS)** for on-the-job training when placed in AF Form 623, Individual Training Record, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.7.1. Documentation. Document and certify completion of training.

2.7.1.1. Identify current duty position requirements by circling the subparagraph number or letter next to the task statement. Document task completion by annotating columns 3A, 3B, 3C, and 3D. *Note:* All entries shall be made in pencil.

2.7.1.2. Transcribing from old document to CFETP. Use the new STS to identify and certify all current and past task qualifications.

2.7.1.2.1. For tasks previously certified and still required in the current duty position:

2.7.1.2.1.1. For core and critical tasks, the trainer and certifier evaluates airman's current qualifications and validate airman's ability to complete the task. The certifier and trainee then enter their initials and new certified date.

2.7.1.2.1.2. For non-core tasks, the trainer evaluates the airman's current qualifications and validates the airman's ability to complete the task. The trainer and trainee then enter their initials in columns 3D and 3C respectively and a new training completion date is entered in column 3B.

2.7.1.2.2. To transcribe previous certification for tasks not required in the current duty position, carry forward only the previous completion dates (not the initials of another person). If and when these tasks become a duty position requirement, recertify with current date and trainer, certifier, and trainee's initials.

2.7.1.3. Documenting Career Knowledge. When a CDC is not available, the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover all mandatory items specified in AFMAN 36-2108, Utilization and Classification of Air Force Military Personnel. For two-time CDC exam failures, supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. *NOTE:* Career knowledge must be documented prior to submitting a CDC waiver.

2.7.1.4. Decertification and Recertification. When an airman is found to be unqualified on a task, the supervisor shall erase previous certification and enter airman into qualification training. Appropriate remarks are entered on the AF Form 623a, On-The-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified using the normal certification process.

2.7.2. Training Standard. Tasks are trained and certified to the "go" level. "Go" means the individual can perform the task without assistance and meets the local requirements for accuracy, timeliness, and correct use of procedures. This equates to a "3c" in the proficiency code key. AFQTPs, when available, shall be used to identify Air Force standardized procedures. Local requirements for accuracy, timeliness and use of procedures shall be applied accordingly.

2.8. Is a guide for **development of promotion tests** used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of **AFI 36-2606**, United States Air Force Reenlistment, Retention, and NCO Status Programs. WAPS is not applicable to the Air National Guard or Air Reserve Forces.

3. Recommendations. Comments and recommendations are invited concerning quality of training AETC graduates receive. Reference this STS regarding changes and address your correspondence to 366 TRS/CC, 727 Missile Road, Sheppard AFB TX 76311-2254 or E-mail to 366trs@366trs.spd.aetc.af.mil. Correspondence can also be mailed to 782 TRG/TTS, 826 G Avenue, Suite 4, Sheppard AFB TX 76311-2857 or E-mail 782csil@spd.aetc.af.mil. A 782d customer service information line (CSIL) has been installed for the supervisor's convenience to identify graduates who may have received over or under training on tasks/knowledge items listed in this STS. For a quick response to problems, call the CSIL at DSN 736-2574 any time (day or night).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

EUGENE A. LUPIA, Maj Gen, USAF
The Civil Engineer
DCS/Installations and Logistics

3 Attachments

1. Qualitative Requirements
2. 3-, 5- and 7-level career field training requirements
3. 3-, 5- and 7-level general contingency training requirements

This block is for identification purposes only.		
Name of Trainee		
Printed Name(Last, First, Middle)	Initials (Written)	SSAN
Printed Names and Written Initials of Training and Certifying Officials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

Qualitative Requirements

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly proficient)
Task Knowledge Levels (see note below)	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced theory)
Subject Knowledge Levels (see note below)	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)

	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
<p>Explanations</p> <p>A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: “b” and “1b”)</p> <p>A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>/X This mark is used in course columns to show that training is required but not given due to resource constraints. / Lower code (3c/2b) indicates that a task is being trained to a level that is lower than required.</p> <p>Specific tasks not identified with a symbol or proficiency code key (blank) indicates that no training is provided in the course or CDC. Major commands and/or units may establish scale values and combat training as dictated by mission requirements.</p>		

Attachment 1

SECTION B - COURSE OBJECTIVE LIST (COL)

4. Measurement. Measurement of each objective is indicated as follows:

- **W** indicates task or subject knowledge that is measured using a written test.
- **PC** indicates required task performance that is measured with a performance progress check.
- **PC/W** indicates separate measurement of both knowledge and performance elements using a written test and a performance progress check.

5. Standard. The standard is 70% on written examinations. Standards for performance measurement are indicated in the objectives and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or parts of the behavior until satisfactory performance is attained.

6. Proficiency Level. Most task performance is taught to the “2b” proficiency level which means the student can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step by step procedures for doing the task.

7. Course Objective List. These objectives are listed in the sequence taught by Block of Instruction.

7.1. Initial Skills Course. A detailed listing of the initial skills course objectives may be obtained by written request to 366 TRS/DO, 727 Missile Road, Sheppard AFB TX 76311-2254.

7.2. 7-Skill Level Course. A detailed listing of the CE Craftsman Management course objectives may be obtained by written request to 366 TRS/DO, 727 Missile Road, Sheppard AFB TX 76311-2254.

SECTION C - SUPPORT MATERIALS

8. CerTest.

8.1. The CerTest is a two component program that uses computer based training to ensure skilled craftsmen are available to meet the Air Force's changing needs. It enhances transition, upgrade, and qualification training by testing, evaluating, and certifying an individual's knowledge of the principles and procedures in the Operations Management career field.

8.1.1. The program incorporates videotapes with an inter-active computer testing program.

8.1.2. Some test items contain vivid graphics to enhance them. Supervisors and managers may use those graphics, along with a menu-driven test editor, to develop site-specific tests. Trainees may use the student tutorial to become familiar with the program.

8.2. CerTest is also a powerful training management tool. It can be used to find the strengths and weaknesses in an individual's training and experience. CerTest automatically records and updates all records. The training manager can copy records to a disk so that an individual can bring current, accurate training information to a new unit, thereby helping the gaining supervisor evaluate the trainee's knowledge and experience.

8.3. CerTest Tapes. The following list of tapes applies to all Operations Management personnel.

Test No	Tape Title
---------	------------

CE General

819	Hand Tools 1
820	Hand Tools 2
821	Measurement Tools 1
822	Measurement Tools 2
823	Power Tools
838	Fire Safety
839	Hazardous Substances

Contingency

203	Field Sanitation and Hygiene
204	Desert Survival
205	Cold Weather Survival
206	Explosive Ordnance Reconnaissance
210	Resource Disposal
212	RRR Philosophy
214	Base Denial
257	Spall Repair
264	Command and Control
267	Auxiliary Firefighting

Supplemental Training

728	Powers, Root, and Mathematics
729	Algebra and Formulas
730	Algebra and Graphs
731	Fundamentals of Math
732	Using Formulas
733	Graphs, Charts, and Tables
829	Print Reading and Use
951	Common Home Repairs *
952	Contracting a Home 1
953	Contracting a Home 2
954	Home Evaluation *
955	Preventative Home Maintenance

* - Supports zonal maintenance and contingency

8.4. Air Force Qualification Training Packages. (See AFCESA web page <http://www.afcesa.af.mil/AFCESA/Training/Products.htm> for up-to-date QTP status).

SECTION D - TRAINING COURSE INDEX

9. Purpose. This section of the CFETP identifies training courses available for the specialty. Refer to AFCAT 36-2223, USAF Formal Schools, for complete information on the Air Force in-residence courses.

10. Air Force In-Residence/Mobile Training Team (MTT) Courses.

Course Number	Title	Developer
J3ABR3E631 000	Operations Management Apprentice Course (AFSC 3E631)	366 TRS
J3AZR3E050 000	Work Information Management System (WIMS) Operator Course (minimum 6 months WIMS use, but less than 1 year)	366 TRS
J3AZR3E050 001	Civil Engineers Work Estimating (CE Planners)	366 TRS
J4AZT3E050 000	Engineer Performance Standards (EPS)/ Work Information Management System (WIMS) Knowledge (CE Planners)	366 TRS
J3ACR3E070 000	Civil Engineer Management Craftsman Course	366 TRS

11. Extension Course Institute (ECI) Courses.

Course Number	Title	Date
CDC 3E050	General Contingency Responsibilities	Dec 93

12. Exportable Courses/Information.

Course Number	Title	Date
	Civil Engineer Management Craftsman Course -- Part A (exportable) version 1.1	Jul 95

13. Courses Under Development/Revision.

Course Number	Title	Date Due
CDC 3E651	Operations Management Craftsman	Jul 00
CDC 3E050	General Contingency Responsibilities	Dec 99

SECTION E - MAJCOM UNIQUE REQUIREMENTS

“There are currently no MAJCOM unique requirements. This area is reserved.”

SECTION F - HOME STATION TRAINING

14. Purpose. The purpose of this section is to identify the tasks, training references, and training sources available in support of contingency/wartime training. Training ranges from knowledge-type training conducted in a classroom to task-oriented (hands-on) training conducted in the field. The tasks are general in nature and pertain to all civil engineer career fields. All civil engineer personnel are expected to receive this training even though the tasks may not be directly related to their AFS but support other CE AFSs.

14.1. Home Station Training (HST) Definition. HST is defined as training that is conducted at the individual's home station.

- Category 1 (CAT-1) training consists of knowledge-level training such as Prime BEEF orientation, field sanitation, and health/hygiene. CAT-1 training is normally accomplished through briefings and the use of videos and other training aids.
- Category 2 (CAT-2) training is primarily task-oriented such as weapons training, hard-back tent construction, and convoy security. This training, obviously, will be conducted in the field during bivouacs.

14.2. Training References.

14.2.1. AFI 10-210, Prime Base Engineer Emergency Force (BEEF) Program. Chapter three of AFI 10-210 identifies the Prime BEEF annual HST requirements. This document is located in the Readiness Flight. Figure 14.1 is a list of HST CAT-1 and CAT-2 training.

14.2.2. Prime BEEF Wartime Task Standard (WTS). The WTS lists basic wartime skills, knowledge, and the major common contingency/wartime tasks Prime BEEF teams will be required to perform. The WTS identifies the AFSs associated with each task, required resources to accomplish the task, and the maximum time (under optimum conditions) expected to complete the task. The document also identifies the lead AFS on each task. This document is located in the Readiness Flight. All tasks, skills, and knowledge required in the WTS are included in the STS portion of this CFETP.

14.2.3. AFPAM 10-219, Contingency and Disaster Planning. These documents assist in home station training and contingency responses. They replace the AFP 93-12 series of planning documents. There will be ten volumes to the AFPAM when completed and will be available on the Air Force Electronic Publications Library (AFEPL). The following is a list of the volumes making up AFPAM 10-219:

Volume	Title
1	Contingency and Disaster Planning
2	Preattack and Predisaster Preparations
3	Postattack and Postdisaster Procedures
4	Rapid Runway Repairs
5	Bare Base Conceptual Planning Guide
6	Planning and Design of Contingency Air Bases
7	Expedient Construction Methods
8	Prime BEEF Manager's Guide
9	Establishing and Maintaining Contingency Air Bases

14.2.4. Air Force Catalog 36-2223. Lists additional training/educational opportunities available for civil engineer personnel. This catalog contains information on formal education and training courses. The catalog is updated quarterly. The catalog is on the AFEPL. Your unit training manager will maintain a hard-copy of this catalog. Update to reflect website. Direct Updates

14.2.5. ConTest. ConTest is an interactive computer-based testing program designed to evaluate a student's knowledge of contingency topics. ConTest is used to determine student's comprehension following HST CAT-1 classes. ConTest can also be used by students who "challenge" the requirement to attend CAT-1 classes due to their prior experience, existing knowledge on the subjects, or previous attendance to training classes. Members successfully passing a ConTest test will be given credit for meeting the required training. ConTest is distributed on CD-Rom disk and is maintained by the Readiness Flight. *ConTest is not intended to replace initial HST requirements for new member, nor is it intended to replace CAT-2 training.*

14.2.6. Readiness Training Package (RTP). RTPs are lesson plans for HST lessons. The RTPs are intended for those people who teach any area of HST. The index for the RTPs is located in AFIND 11. The RTPs are also on the Air Force Civil Engineer Support Agency (AFCESA) home page. The internet address for this information is <http://www.afcesa.af.mil>.

14.2.7. Other Documents. AFH 10-222, Bare Base Development, Vols. 1 & 2 are pocket guides providing information on bare base development for all AFSs. AFH 10-222, Vol 4, Air Force Environmental Hand-Book for Contingency Operations, was developed to assist the environmental career field (3E4X3) on environmental quality issues during contingency and training operations. The hand-book can be used by any AFS who works closely with environmental issues. AFH 10-222, Vol 3, Guide to Civil Engineer Force Protection.

14.2.8. AFCESA/CEX maintains a comprehensive listing of audiovisual products that support the Engineer Readiness program. To view this listing as well as gain information on how to order specific audiovisual products, please consult the AFCESA home page.

14.3. Ancillary Training.

14.3.1. Team Exercise Sites. All civil engineer personnel who fill critical Unit Type Code (UTC) positions will receive team qualification at Silver Flag Exercise Sites (SFES) with the exception of members on headquarters staff augmentation UTCs, pavement evaluation UTCs, and generator repair and maintenance UTCs. There are currently three active SFES in the world today. They are located at Tyndall AFB, FL; Ramstein AFB, Germany; and Kadena AFB, Japan. Personnel in critical UTC positions will be qualified at least every two years on the elements listed in table 3.3 of AFI 10-210. The Air Reserve Components (ARC) will be qualified at least every three years.

14.3.2. Regional Equipment Operator Training Site (REOTS) Course. The purpose of this course is to elevate the proficiency of Pavement and Equipment personnel (3E2X1) in the operation on the grader, bull-dozer, excavator, and 4-CY front-end-loader. 3E2X1 personnel should attend REOTS shortly after upgrade to the five-skill level. Supervisors need to schedule their people for attendance through their unit

training manager and budget through the unit resource manager.

14.3.3. STLS

14.3.4. RHSTS

HOME STATION TRAINING
Category 1 - Classroom Training

Item	Task
1.	Prime Beef Orientation
1.1.	The Individual's Role
1.2.	Members Placement into the Prime BEEF Organization
1.2.1.	Organization Overview
1.2.2.	Training
1.2.3.	Equipment
1.2.4.	Operating Concepts
1.2.5.	Contingency Mission
1.2.5.1.	MAJCOM
1.2.5.2.	Unit
2.	Field Sanitation and Health
2.1	Field Sanitation
2.2	Buddy Care Procedures
2.3	Self Aid
2.4	Personal Hygiene
2.5	Control of Communicable Diseases
2.6	Kitchen and Mess Sanitation
2.7	Extreme Climates
2.8	Field Hygiene
2.9	Self Aid and Buddy Care
2.10	Water Purification
3.	Explosive Ordnance Reconnaissance
3.1.	Recognize Ordnance
3.2.	Describe Ordnance
3.3.	Report Location of Ordnance to Appropriate Control Center
4.	Expedient Methods
4.1.	Expedient Beddown
4.1.1	Harvest Eagle
4.1.2	Harvest Falcon
4.1.3.	Layout a Base
4.1.4.	Theater Utility Systems
4.1.5.	Harden Facilities
4.2.	Expedient Field Construction
4.2.1.	Construct Hardback Tent
4.2.2.	Field Latrines
4.2.3.	Berms and Dikes
4.2.4.	Field Utility System

Figure 14.1

Item	Task
4.2.5.	Wood Frame Buildings
4.2.6.	Modular Construction
4.2.7.	Bridges and Culverts
4.3.	Expedient Repair of:
4.3.1.	Electrical
4.3.2.	Plumbing
4.3.3.	Roads
4.3.4.	Buildings
4.3.4.1.	Shoring
4.3.4.2.	Scabbing
4.3.5.	Runway
4.3.6.	Facility
4.3.7.	Other Utilities
4.4.	Expedient Destruction/Base Denial
4.4.1.	Non Explosive
4.4.2.	Explosive
5.	Security Training
5.1.	Physical
5.2.	Personal
5.3.	Work Party
5.4.	Convoy
5.5.	Air Base Ground Defense (ABGD)
5.5.1.	Standoff Techniques
5.5.2.	Defense Positions
5.5.3.	Movement to Defensive Positions
5.5.4.	Fire and Maneuvering
5.5.5.	Reacting to Attacks

Figure 14.1

HOME STATION TRAINING
Category 2 - Hands-on Training

Item	Task
1.	Government Vehicle and Equipment Operator Training
1.1.	Contingency Vehicle Qualifications (AFI 10-210, Chapter 3)
1.2.	Equipment Training (AFI 10-210, Table 3)
2.	NBC Defense Training
2.1.	NBC Defense Policy
2.2.	USAF Alarm Signals and Actions
2.3.	Personal Protective Equipment (PPE)
2.4.	Contamination Control
2.5.	Lethal Chemical Agents and Defense Actions
2.6.	Biological Warfare Agents and Defense Actions
2.7.	Mission Oriented Protective Posture (MOPP) Levels
2.8.	Attack Reporting Procedures
3.	Weapons Training
3.1.	M-16
3.2.	.38-cal.
3.3.	9mm
3.3.1.	Courier
3.3.2.	Guard
3.3.3.	In-Flight Security
4.	Expedient Methods
4.1.	Beddown
4.1.1	Force Beddown
4.1.1.1.	Bare Base Assets
4.1.1.2.	Use Impoverished Materials for Construction of:
4.1.1.2.1	Buildings
4.1.1.2.2	Facilities
4.2.	Field Construction
4.2.1.	Using Normal Construction Equipment and Materials:
4.2.1.1.	Tent, Hard Back
4.2.1.2.	Field Latrines
4.2.1.3.	Berms and Dikes
4.2.1.4.	Field Utility System
4.2.1.5.	Wood Frame Building
4.2.1.6.	Pre-Engineered Building
4.2.1.7.	Modular Construction
4.2.1.8.	Bridge and Culverts

Figure 14.1

Item	Task
4.3.	Repair and Destruction Methods
4.3.1.	Plan and Use Expedient Techniques.
4.3.2.	Electrical
4.3.3.	Plumbing
4.3.4.	Roads
4.3.5.	Buildings
4.3.5.1.	Shoring
4.3.5.2.	Scabbing
4.3.6.	Rapid Runway Repair (RRR)
4.3.6.1.	Crush Stone
4.3.6.2.	AM-2 Matting
4.3.6.3.	Fiberglass Mat
4.3.6.4.	Spall Repair
4.3.6.5.	Command and Control
4.3.6.6.	Minimum Operating Strip
4.3.7.	Non-Explosive Base Denial Expedient Destruction for:
4.3.7.1.	Base Utilities
4.3.7.2.	Base Facilities
4.3.7.3.	Engineering Equipment
5.	Field Training -- AFI 10-210, Table 2
5.1.	Bivouac-Practice Contingency Skills:
5.1.1.	Camp Layout
5.1.2.	Vehicle Operations
5.1.3.	Erection of Bare Base Assets
5.1.4.	First Aid
5.1.5.	Field Sanitation
5.1.6.	Multiskilling
5.1.7.	Nuclear Defensive Techniques
5.1.8.	Biological Defensive Techniques
5.1.9.	Chemical Defensive Techniques
5.1.10.	Personal Security
5.1.11.	Work Party Security
5.1.12.	Convoy Security
5.1.13.	Defensive Techniques to Support and Augment Security Police
5.1.14.	Coordination and Communication Procedures
	NOTE: For further explanation of Home Station Training Category 1 or 2, see AFI 10-210

Figure 14.1

ATCH 4

ATCH 5

Task Knowledge And Technical References	2. Core/ Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used To indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Comple e	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2))	(1) CDC	(2) QTP	(1) RAM	(2) Course
1. CE ORGANIZATION AND CAREER FIELD STRUCTURE TR: AFDD 2-4-2; AFIs 10-209, 10-210, 10-211, 32-1022, 32-1031, 36-2101, 38-101, 51-903; AFMAN 36-2108; War & Mobilization Plan (WMP)-1, Annex S												
1.1. Base Civil Engineer (BCE) structure							A		B			
1.2. Progression in career ladder							A		B			
1.3. Duties and responsibilities												
1.3.1. Peacetime							A					
1.3.2. Contingency							A					
1.4. Functions of:												
1.4.1. BCE							A		B			
1.4.2. Prime BEEF							A		B			
1.4.3. RED HORSE							A		B			
1.4.4. HQ AFRC/ANG							A		B			
1.5. Resources												
1.5.1. Assess manpower requirements							B				b	3c
1.5.2. Identify budget requirements							B				b	3c
1.5.3. Determine equipment requirements							B				b	3c
1.5.4. Use Allowance Standards (AS)							B				b	3c
1.5.5. Research, Development, and Acquisition (RD&A)TR: DODD 5000.1												
1.5.5.1. Process											B	B
1.5.5.2. Unit responsibilities											B	B
1.5.5.3. Major command responsibilities											B	B
1.5.6. Assess vehicle requirements							B				B	2c
1.5.7. Requesting contract services							B				B	2c
1.5.8. Simplified Acquisition of Base Engineering Requirements (SABER)							B				B	2c
1.5.9. Management Equipment Evaluation Program (MEEP)							B				B	
2. SPECIFIC OPSEC VULNERABILITIES TR: AFI 10-1101							A					
3. COMPUTER SECURITY TR: AFSSI 5100							A		B			B
4. SUPERVISION TR: AFMAN 36-2108; AFIs 36-2201, 36-2403, 36-3104; AFPAM 36-3627; AFP 35-49; DODD 5500-7												

4.1. Orient new personnel												B	
4.2. Assign personnel to work crew												B	
4.3. Coordinate work assignments												B	
4.4. Schedule work assignments and priorities												B	
4.5. Establish:													
4.5.1. Work methods												B	
4.5.2. Controls												B	
4.5.3. Performance standards												B	
4.6. Evaluate work performance of subordinate personnel												B	
4.7. Resolve technical problems for subordinate personnel												B	
4.8. Direct projects												B	
5. TRAINING TR: AFIs 36-2101, 36-2201, 36-2202; AFMAN 36-2108; AFCAT 36-2223													
5.1. Evaluate personnel to determine need for training												B	3c
5.2. Enlisted specialty training supervision													
5.2.1. Prepare job qualification standards												B	3c
5.2.2. Conduct training												B	3c
5.2.3. Counsel trainees on their progress												B	3c
5.2.4. Monitor training effectiveness of:													
5.2.4.1. Career knowledge												B	3c
5.2.4.2. Job proficiency upgrade												B	3c
5.2.4.3. Qualification												B	3c
5.3. Maintain training records												B	3c
5.4. Evaluate training programs effectiveness												B	3c
5.5. Recommend people for training												A	B
5.6. Base level training system (CerTest)										A		A	B
5.7. AETC training management system (Training Allocation)												A	B
5.8. Certification requirements										A		A	B
6. ENVIRONMENTAL AWARENESS AND COMPLIANCE TR: AFIs 32-4002, 32-7045, 32-7061; <u>Chemicals in Your Community</u> (EPA 550-K-93-003); EO 12856													
6.1. Environmental Compliance Assurance Management Program (ECAMP)								A		B		A	B
6.2. National Environmental Policy Act (NEPA)								A		B		A	B
6.3. Environmental Impact Analysis Process (EIAP)								A		B		A	B
6.4. Emergency Planning and Community Right to Know Act (EPCRA)								A		B		A	B
7. CE MANAGEMENT TR: AFI 32-1031, 32-1022; AFPAM 32-1098; AFMAN 23-110; IWIMS Help Documentation; (new Operations AFPAM), AFPAM 32-1004 vol 1-6, AFI 32-1032, AFI 32-6001													
7.1. Customer relationships	/B							B				B	
7.2. Work identification and	/B							B		B		B	B

Authorization												
7.3. Plan work requirements									B		B	2b
7.4. Plan logistics support (CEMAS, BOM)									B		B	2b
7.5. Maintain recurring work program (RWP)	**/2b						2b		b		B	2b
7.6. Scheduling/time accounting	/2b						2b		b		B	B
7.7. Warranty and Guarantee Program									A			
7.8. Property Accountability									B			
7.9. Base Comprehensive Plan											A	
7.10. Legal limits	/A						A		B		A	
7.11. Mark "As Built " Drawings											B	2b
7.12. Reimbursements procedures	/A						A		b		B	
7.13. Automated Systems (Computer) Capability												
7.13.1. Perform inputs	/3c						3c				B	3c
7.13.2. Maintain files	/3c						3c				B	3c
7.13.3. Develop automated reports	/2b						2b		b		B	3c
7.13.4. Extract automated reports	/3c						3c				B	3c
7.13.5. Perform automated data analysis											B	3c
7.14. Vehicles												
7.14.1. Manage Fleet	/A						A		B			
7.14.2. Duties and Responsibilities	/A						A		B			
7.14.3. Authorizations	/A						A		B			
7.14.4. Acquisitions	/A						A		B			
7.14.5. Maintenance	/A						A		B			
7.15. Host Tenant and Interservice Agreements	/A						A		B		A	
7.16. Civil Engineer Civilian Management											B	B
8. COMMUNICATIONS												
TR: AFI 33-106; AFJMAN 24-306												
8.1. Use radios	/b						b					
8.2. Use hand signals	/b						b					
8.3. Identify airdrome signals	/b						b					
9. AF OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM												
TR: AFPDs 91-2, 91-3; AFI 91-302; AFIND 17												
9.1. Supervisory responsibilities									B			
9.2. AFOSH training/standards for AFS	/A						A		B			
9.3. Hazardous materials waste handling									A			
9.4. Cardiopulmonary resuscitation (CPR)												
9.5. Lead-based paint (LBP) hazard TR: 29 CFR 1926.62; Working With Lead-based Paint: Facts and Information Applicable to Air Force Facilities												
9.6. Initial Federal Hazard Communication Training Program (FHCTP) TR: DOD 6050.5-G-1; AFOSH 121-21; AFI 91-302												
10. PUBLICATIONS												
TR: AFINDs 2, 9; AFI 37-160V1												
10.1. Military									A			
10.2. Commercial												
10.3. Engineering Technical Letters												

(ETLs)													
11. AFS SPECIFIC PUBLICATIONS													
TR: TO's 0-1-01, 0-1-02, 00-2-1, 00-5-1, 00-5-2, 00-20-7													
11.1. Use indexes to locate numbers and titles of manuals, regulations, instructions, technical orders, and forms									A				
11.2. Locate desired information in:													
11.2.1. Standard publications													
11.2.2. Technical orders													
11.2.3. National Electrical Code (NFPA 70)													
11.2.4. National Electrical Safety Code													
11.2.5. Use technical publications to perform maintenance, operations, and troubleshooting													
12. WORK FORCE MANAGEMENT													
TR: AFIs 32-1022, 32-1031, 32-1032, 32-6002, 32-6003, 32-9005; AFMAN 23-110; AFPAMs 32-1098, 32-1099; DODR 7000-14V11; WIMS Little "z" Library; (new Operations AFPAM)													
12.1. Customer Focal Point													
12.1.1 Establish	/B							B					
12.1.2. Manage	/B							B					
12.2. Customer Satisfaction Program													
12.2.1. Develop									B				
12.2.2 Implement									B				
12.2.3 Manage									B				
12.3. Facility Files													
12.3.1. Purpose	/A							A	B				
12.3.2. Maintain	/A							A	B				
12.4. Written Requests													
12.4.1. Purpose	/A							A	B				
12.4.2. Prepare	/2b							2b	b				
12.4.3. Process	*/2b							2b	b				
12.5. Work control data file interface	/A							A	B				
12.6. Direct Scheduled Work													
12.6.1. Purpose	/A							A	B				
12.6.2. Types	/A							A	B				
12.6.3. Prepare	*/2b							2b	b				
12.6.4. Process	*/2b							2b	b				
12.7. Work Orders													
12.7.1. Purpose	/A							A	B				
12.7.2. Types	/A							A	B				
12.7.3. Prepare	**/2b							2b	b				
12.7.4. Process	**/1b							1b	b				
12.7.5. Methods of Accomplishments													
12.7.5.1. In-house	/B							B	B				
12.7.5.2. Contract	/B							B	B				
12.7.5.3. Self-Help	/B							B	B				
12.7.6. Monitor legal limits	/A							A	B				
12.8. Cost account codes													
12.8.1. Purpose	/A							A	B				
12.8.2. Assign	/2b							2b	b				
12.9. Customer account codes													
12.9.1. Purpose	/A							A	B				
12.9.2. Establish	/2b							2b	b				
12.9.3. Maintain	/2b							2b	b				

12.10. Monitor Material Support												
12.10.1. Direct Scheduled Work	/b						b		c			
12.10.2. Work Orders	/b						b		c			
12.10.3. Material Requisition Flow	/b						b		c			
12.11. Collection Work Order Numbers (CWONs)												
12.11.1. Purpose	/A						A		B			
12.11.2. Prepare	/2b						2b		b			
12.11.3. Use	/2b						2b		b			
12.11.4. Maintain	/2b						2b		b			
12.12. Work Status												
12.12.1. Prepare	/2b						2b		b			
12.12.2. Maintain	/2b						2b		b			
12.12.3. Research	*/2b						2b		b			
12.12.4. Brief customers	/B						B		B			
12.13. Develop In-service Work Plan (IWP)							A		b			
12.14. Develop Weekly Work Schedule	*/2b						2b		b			
12.15. Develop Daily Work Schedule	*/2b						2b		b			
12.16. Work Order Priority Program	/A						A		B			
12.17. Facility Management Program												
12.17.1. Develop training program	/A						A		b			
12.17.2. Train facility managers	/A						A		b			
13. WORK FORCE MANAGEMENT ANALYSIS TR: AFIs 32-1022, 32-1031, 32-1032, 33-110, 65-601V1 ; WIMS Little "z" Library, AFM 85-41;(new Operations AFPAM)												
13.1. Perform analytical studies on operating data to determine work force efficiency												
13.1.1. Trend analysis									b			
13.1.2. Cost analysis									b			
13.1.3. Maintenance analysis									b			
13.1.4. RWP analysis									b			
13.1.5. Variance analysis									b			
14. AFSC SPECIFIC CONTINGENCY RESPONSIBILITIES TR: AFIs 10-210; 10- 211; 32-1026; T.O.s 35E-5-6-1, 35E4-132-1, 35E4-94-1; Army TMs 10-8340-207-14, 10-450-200-12; WMP-1, Annex S; (Mar 95); AFPAM 10-219, Vol 1, 2, 3, 4, & 5; AFHB 10-222 Vol 3; (new Operations AFPAM)												
14.1. Command and Control												
14.1.1. Preplanning Concepts	/A						A		B			
14.1.2. Force Protection Beddown Planning	/A						A		B			
14.1.3. Concept of Operations												
14.1.3.1. Wing Operations Center (WOC)	/A						A		B			
14.1.3.2. Survival Recovery Center (SRC)	/A						A		B			
14.1.3.3. Damage Control Center (DCC)												
14.1.3.3.1. Establish	*/b						b		c			
14.1.3.3.2. Operate												
14.1.3.3.2.1. Log and control damage reports, including service call functions	*/2b						2b		c			
14.1.3.3.2.2. Dispatch craftsmen,	*/b						b		b			

equipment, and material												
14.1.3.3.3. Manage/Operate Contingency Communication Networks such as:												
14.1.3.3.3.1. Land Mobile Radios												
14.1.3.3.3.1.1. Set-up	/b						b		b			
14.1.3.3.3.1.2. System Operations	/A						A		B			
14.1.3.3.3.2. Scope Shield Radios												
14.1.3.3.3.2.1. Set-up	*/b						b		b			
14.1.3.3.3.2.2. System Operations	/A						A		B			
14.1.3.3.3.2.3. Conduct Individual Training												
14.1.3.3.3.3. Global Positioning System												
14.1.3.3.3.3.1. Interpret / Plot on Grid Map	/A						A		B			
14.1.3.3.3.4. Computer Systems	/A						A		B			
14.1.3.3.4. Control vehicle resources	**b						b		b			
14.1.3.3.5. Events Log									B			
14.1.3.3.5.1. Establish	*/2b						2b					
14.1.3.3.5.2. Maintain	*/2b						2b					
14.1.4. Coordinate contingencies or emergencies with appropriate agencies	/A						A		B			
14.1.5. Maintain personnel accountability, duty and standby rosters	*/b						b		b			
14.2. Damage Assurance												
14.2.1. Plot coordinates and track status of UXOs	/a						a		b			
14.2.2. Plot Minimum Airfield Operating Surface (MAOS) selections	/a						a		b			
14.3. Limited area decontamination TR: T.O.s 11D-1-3-8-1, 11C15-1-3; AFPAM 10-219, Vol 2, 3 & 4	/A						A		B			
14.4. Beddown Shelter												
14.4.1. Erect Temper Tent	/2b						2b		b			
14.5.Track Force Beddown	/a						a		b			
14.6. Expedient Repair Requirements TR: AFPAM 10-219, Vol 3; Home Station Training (HST) Category 1 & 2												
14.6.1. Facilities	/A						A		B			
14.6.2. Utilities	/A						A		B			
14.6.3. Pavements	/A						A		B			
14.7. Resource Advisory Duties												
TR:: AFM 64-108; AFP 63-503;												
AFIs 63-504, 32-1061, 10-211;												
AFDD 40; AFPAM 10-219, Vol 5												
14.7.1. Contracts												
14.7.1.1. Preparation	/A						A		B			
14.7.1.2. Processing	/A						A		B			
14.7.2. Budget Preparation							A		B			
14.7.3. Funds Tracking	/A						A		B			
14.8. Sustainment												
14.8.1. Resource Accountability	/B						B		B			
14.8.2. Recurring Maintenance	/b						b		b			
14.9. Host nation interface	/A						A		B			

14.10. Special purpose vehicles/equipment TR: AFPD 25-1; AFMANs 24-306; 24-309; AFI 23-101; AFI 10-210; AFI 24-301; TA 12; TO's 36A2 series, 36M2 series, 36A12 series												
14.9.1. General purpose vehicles (up to 14,000 GVW)												
14.9.2. Backhoe												
14.9.3. HMMWV												
14.10. Know about striping procedures TR: AFPAM 10-219, Vol 4; TO 35E2-6-1												
14.10.1. Minimum Operating Strip (MOS)												
14.10.2. Taxiway												
14.10.3. Parking area												
14.11. Quality Assurance Evaluating												
14.11.1 Evaluations	/A						A		B			
14.11.2. Statement of Work	/A						A		B			
14.12. Post Deployment												
14.12.1. After Action Report	/A						A		B			
14.12.2. Reconstitution of Materials and Equipment	/A						A		B			

**Operations Management U&TW
Action Items**

ITEM	OPR/OCR	ECD	COMP
1. Look up reference materials for the STS	OPR: 366 TRS, Sheppard SMSgt Pat Allbritton	1 Aug 99	
2. Check out new publications for AFINDs 2 & 9.	OPR: 366 TRS, Sheppard SMSgt Pat Allbritton	1 Aug 99	
3. QTP Module 7 answers need to be looked at.	OPR: HQ AFCESA, Mr. Ralph Gruber; OCR: SSgt Chris Miko, MSgt Minchew	1 Sep 99	
4. The QTP on vehicle resources needs to be developed.	OPR: HQ AFCESA, Mr. Ralph Gruber; OCR: MSgt Bennett, SSgt Miko	1 Sep 99	
5. Review of the WIMS Operator course curriculum for additions and deletions.	OPR: AMC, SMSgt Valerie Spangler	1 Aug 99	
6. Look at putting MEANS training in the CE Work Estimating course	OPR: 366 TRS Sheppard, Mr Tom Kee	1 Sep 99	
7. Educate instructor to teach MEANS	OPR: 366th TRS/TRR, Mr Tom Kee; OCR: MSgt Shorey	Mar 00	
8. Rewrite the course prerequisites for the Operations Management Apprentice course as well as the supplemental courses	OPR: 366th TRS/TRR, Mr Tom Kee	Mar 00	
9.Examine rotational	OPR: HQ AFCESA CEOT	1 Sep 99	

issues bewtween 3E5 and 3E6 AFS	SMSgt Skinner		
10. Examine 3E691 assignment requirements (only 4 or 5 state side)---- 11. Examine 3E6 manpower requirements to handle vehicle control requirements	OPR: HQ AFCESA/CEOT SMSgt Skinner	1 Sep 99	

ATCH 6

